

# Instructions for Legal Entities to Retrieve Reports within SRTS

- Effective January 18, 2016, the reports feature within SRTS will be fully functional and allow each provider to run their own reports.
- Each provider will get an unique password so that they can pull their own report(s) with information relevant to their specific location(s).
- Below are screen shots that will help guide you through getting your desired report(s).

## Step 1:

- Log into SRTS
- In the middle of the right hand side, you'll see a header that reads "Service Requests".
- Underneath Service Requests, click on "Reports" button.



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## Step 2:

- A dialogue box will appear for you to enter your RSA SecurID and IS Password to access.



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Application

**SIGN IN**

Enter your user name and password to sign in.

User Name:

Password:

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## Step 3:

- After credentials are entered, click on “DMH Contract Providers” on the top row header



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[DMA REPORTS](#) [DMH CONTRACT PROVIDERS](#) [FFS REPORTS](#) [SIGN OUT](#)

**DMH CONTRACT PROVIDERS**

[630B Coqnos](#) This report assists providers with Cost Reporting, 630B Claim Units Report.  
[701U Coqnos](#) This report assists providers with Cost Reporting, 701U Claim Units Report.  
[701UP Coqnos](#) This report assists providers with Cost Reporting, 701UP Claim Units Report.  
[EPSDT PIP Statistic SFPR](#)  
[Inpatient Facility Admissions 365 Plus Days Report](#)  
[Inpatient Facility Detail Report](#)  
[Inpatient Facility Duplicate Episodes Report](#)  
[Inpatient Facility Summary Report](#)

[NGA Clients Open DCFS Case](#) This report is a list of DMH clients aged 21 and under, who have an Open DCFS Case. Client Details include when the DCFS Case was opened, Client's Name, Last claimed Clinical Episode, and Last Service Date found for the Client. DCFSCase\_StartDt may be used to determine if Client has additional Clinical Episodes that were claimed during the period when Client is a DCFS Client.

[NGA\\_SFPR\\_Caseload](#)  
[NGA\\_SFPR\\_Supplemental](#)  
[Plan\\_History](#)  
[SRTS Detail Report \(Internet\)](#)  
[SRTS Original Location Report \(Internet\)](#)  
[Void Claim Status Report](#)

## Step 4:

- Choose the desired report, either the Detail Report or Original Location report.

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## Step 5:

- Enter the desired date parameters.
- Enter the password that was given to you by SRTS Admin.
- Select “Excel 2007” from the Report Output Type drop-down
- Lastly, click on “Show Report” and the report will open up in Excel.

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Sign Out  
Hello vtrran

OMA REPORTS DMH CONTRACT PROVIDERS FFS REPORTS SIGN OUT

SRTS DETAIL REPORT (INTERNET) > PARAMETERS

ReferralDate Range :  
From : 7/1/2016  
To : 1/11/2017

1. Provider Number :  
2. Password :

Report Output Type : Excel 2007

SHOW REPORT CANCEL

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